Managing Your 21st Century Community Learning Centers (CCLC) Program

Refunded Awardees and Government, Community and Faith Based Organizations

New Cohort Institute October 8, 2008

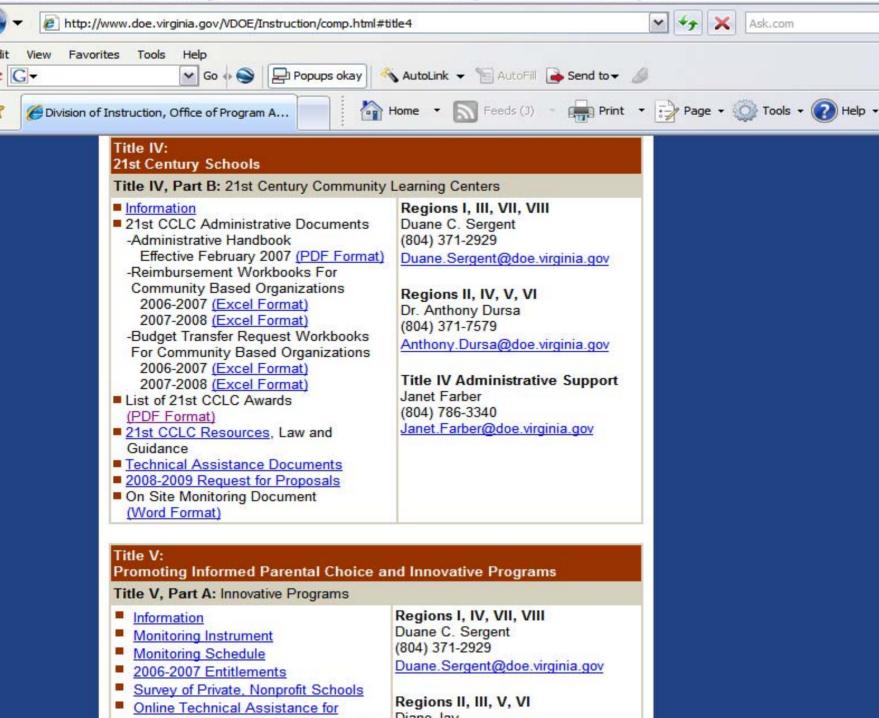
YOUR GRANT APPLICATION

- Design of grant as submitted in awarded application
 - Program operation (hours/days/weeks
 - Program activities
 - Timelines/major milestones
- Four major sections of the application
 - Need for services
 - Program narrative
 - Management plan/budget
 - Evaluation

21st Century Community Learning Centers (CCLC) Web Page

http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4

- General information and most recent RFP application
- Administrative Documents and Files
 - Administrative Handbook (all grantees)
 - Budget and Amendment Workbooks (CBO's and FBO's)
 - Reimbursement Workbooks (CBO's and FBO's)
- Lists of 21st CCLC Awards
- 21st CCLC Resources
- State Advisory Group
- Professional development files



Budgets and Reimbursements

- Local Education Agency (LEA) use OMEGA
- Community and faith based organizations
 - Excel Budget transfer worksheets
 - Excel Reimbursement worksheets

Program Amendments (Significant changes)

- Design of program
- Population
- Objectives
- Services/activities
- Length and hours of services

Frequent Errors or Oversights

- Reimbursements
 - Specific Vendor (i.e. do not use credit card bank)
 - Copies of hard copy submission (CBO's and FBO's)
 - > Reimbursements original plus a copy
 - > Budget transfer requests original plus two copies
 - Using correct year's workbook (CBO's and FBO's)
 - Include complete documentation (CBO's and FBO's)
- Budget transfer requests justification for transfer
- Updating contact information
 - Name
 - Phone number
 - E-mail
- Monitor drawdown of grant funds by appropriate year
 - Throughout year
 - Encumber and claim all funds by deadline for closing of grant

Grantees Asked for It

- Information about funding and carryover
- Interpretation of grant requirements (refer to your awarded application)
- Calendar of report due dates (will be developed and sent out later this fall)
- Allowable expenses (Administrative Handbook, page 5)

Contact Information

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